#### What is a Single-Family House Permit?

On January 11, 2000, the City Council adopted an urgency ordinance amending the Zoning Code to include discretionary review of single-family houses. A new permit, Single-Family House Permit, may now be required for new construction or the remodel of a single-family house in certain instances.

### When is a Single-Family House Permit required?

A Single-Family House Permit would be required if the new construction exceeds 30 feet or 2 stories in height, if the floor area ratio (F.A.R.) (see definition of F.A.R. on last page) of the house exceeds .45, or if the house or site is a designated City Landmark, listed on the City's Historic Resources Inventory, or is in a Historic District or Historic Conservation Area. If no Single-Family House Permit is required, you may proceed to the Building Division for building permits. You can obtain a copy of the Single-Family House Permit application from our website at www.sanjoseca.gov/planning or in the Development Services Center, City Hall.

### What process is involved with a Single-Family House Permit?

A Single-Family House Permit is obtained from the Development Services Center, 200 E. Santa Clara St, San Jose, CA 95113. This permit may go through one of two levels of approval depending on the size and scope of work involved. The permit can be approved by the Director of Planning at an administrative level or through a public hearing.

Single-Family Design Guidelines and Your Old House: Guide to preserving San Jose Homes (for homes listed in the Historic Resources Inventory) have been developed for use by homeowners, builders, architects, and others to address issues specifically related to neighborhood character and compatibility. These guidelines are

Permit Determination Checklist				
		YES	NO	
1.	Is the new house or addition greater than 30 feet in height?			
2.	Is the new house or addition greater than 2 stories?			
3.	Is the floor area ratio of your house greater than .45?			
4.	Is your house or site a designated City Landmark, listed on the Historic Resources Inventory, or located in a Historic District or Historic Conservation Area?	0	<b>-</b>	
If you answered 'yes' to <b>any</b> of the questions above, a single-family house permit is required for your house, approved by the Director of Planning.				
If you answered 'no' to <b>all</b> of the questions above, a single-family house permit is not required for your house. You may proceed to the Building Division for building permits.				

available through the Department of Planning, Building, and Code Enforcement.

### **H**ow can I determine if my project needs a Single-Family House Permit?

Use the checklist above to determine whether you need to obtain a Single-Family House Permit.

# Is a Special Use Permit still required to demolish a single-family house?

A Special Use Permit is only required if you do not have an approved Single-Family House Permit or you have not obtained building permits for a replacement house.

## **H**ow can I determine if a public hearing is involved with the review of my Single-Family House Permit?

For all Single Family House Permits, the Director of Planning is the decision making body. To determine the process involved with a Director's decision, use the Criteria Checklist on the following page.

### <u>Criteria for Administrative Review by the Director of Planning</u>

The issuance of building permits:

Ц	does not authorize removal of more than 50% of the
	exterior walls;

- are for a house not to exceed 30 feet in height and two (2) stories;
- are for a single-story addition;
- are for a second-story addition where the total second-story floor area does not exceed 60% of the total first floor area (including attached garage floor area), and the addition is set back at least 10 feet from the required front setback;
- will not result in the enclosure or net loss of 10% or more of an existing front porch area;
- are for an attached garage only if there is an existing attached garage on either side of the subject lot:
- that require the roofline, materials, trim and decoration details of the new construction to be the same as that on the existing house.

If **all** of the above applicable criteria are met, no public hearing is involved with the review of a Single-Family House Permit.

Single-Family House Permit/Brochure Files/Rev. 9/23/2005

#### How do I calculate my floor area ratio (F.A.R.)?

F.A.R. is a ratio of floor area of a structure to the area of a lot.

The floor area includes:

- total square footage of the floors in a main structure measured to the outside surface of the exterior walls, including stairwells, and all areas that are greater than 50% enclosed with walls and covered.
- garage square footage (attached or detached), square footage of accessory structures on the lot, and square footage of basements **is not** included in the calculation of F.A.R.

Example: Floor Area Ratio =  $\frac{\text{Floor area}}{\text{Lot area}}$ 

60 feet Lot

Dwelling
Unit floor
area =
2,100 sq. ft.

**Lot Area:** 60 ft. x 100 ft. = 6,000

sq. ft.

Floor Area: 2,100 sq. ft.

Floor Area Ratio: 2,100 sq. ft.

6,000 sq. ft.

F.A.R. = .35



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